

Continuing Education Application Guidelines

The following information is the guidelines used by the staff to determine if an education course application is complete and ready for review by the Education Committee. If any of this information is not submitted, staff will reject the application.

1. A Post License Education & Continuing Education Course Approval Application must be submitted for each course.
2. If seeking approval for a course as a continuing education course and the same course as a post education course, they can go on the same application.
3. Application must be complete, signed and 4 copies of application and attachments submitted.
4. Attachments must include items 1-7 on page 3 of the application.
5. For continuing education courses, you must indicate the number of hours under the applicable topic in item F.
6. Item G must be answered “yes” or “no”.
7. All post license education elective courses must be a minimum of one (1) and a maximum of four (4) credit hours.
8. Pre-approved courses must include a letter from the other provider granting permission to use the course and indicate the course number.
9. Fair housing courses must include an update on current cases and administrative decisions under Fair Housing laws.